Thank you for your interest in submitting an abstract for the upcoming 46th Annual Pancreas Club Meeting. This document is intended to be your guide in using the online submission software and we strongly suggest you print this out for future reference. If you have any questions regarding the abstract process or the use of the submission site, please call 310-437-0555 and ask to speak to Jason Levine (x100). You may also email admin@pancreasclub.com with your questions and comments.

The abstract submission system includes the following features:

User Accounts:

> **All users must register to use the system**. All abstracts submitted by an account can be viewed and managed from the account. Abstracts may be edited or deleted without having to contact the Pancreas Club office.

Save for Later:

> If you need to leave before finishing a submission, simply logout and log back in later. Your abstract will be saved at the last point you saved data.

Improved Support for Special Characters, Images, and Table:

> Most of the standard ASCII character set can be copied from your word processor and into the abstract text. Abstracts may now contain formatting, multiple images and tables, and improved scientific character recognition.

IMPORTANT DATE:

THE SUBMISSION DEADLINE FOR ALL ABSTRACTS IS December 23, 2011

(The deadline will not be extended and no late submissions will be accepted!)

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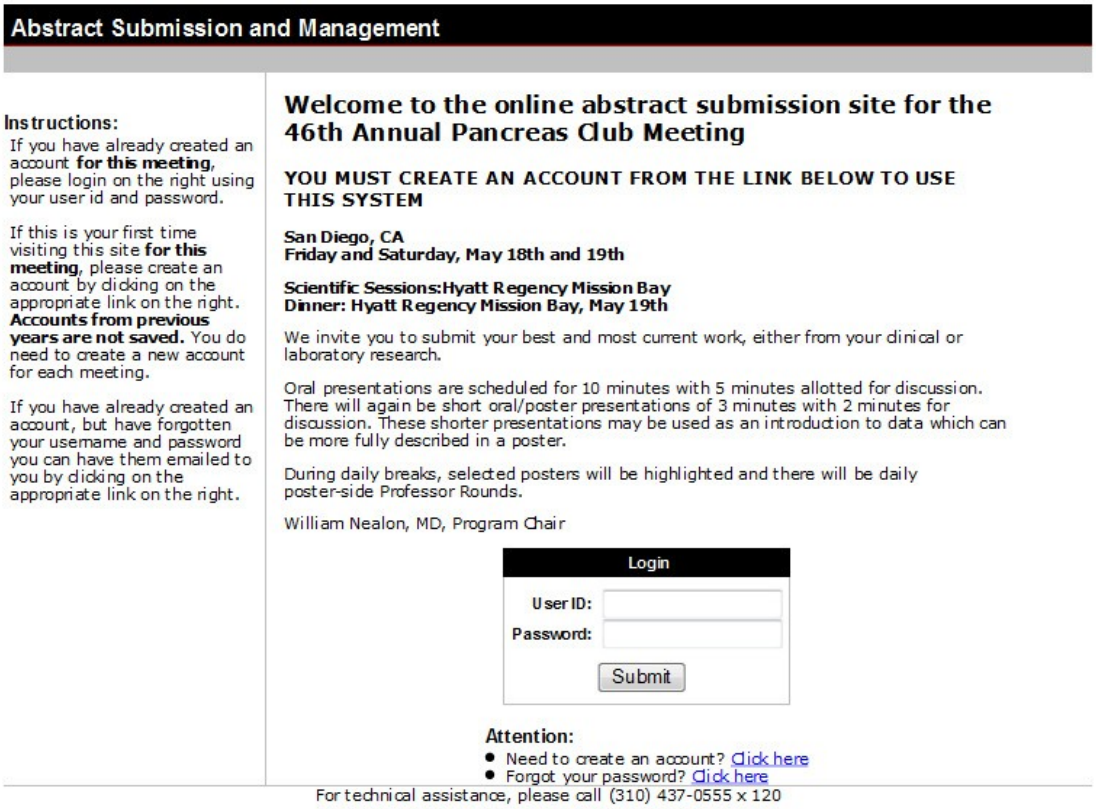
Part 1 – Accessing the Abstract Submission Site

To access the abstract submission site, please go to the following page:

http://www.pancreasclub.com/submit_abstract.htm/

On that page, you will see a link to access the abstract submission site. Please follow that link after reading the instructions on the Pancreas Club site.

After following the link you should this page:


Abstract Submission and Management
Instructions:
If you have already created an account for this meeting, please login on the right using your user id and password.
If this is your first time visiting this site for this meeting, please create an account by clicking on the appropriate link on the right. Accounts from previous years are not saved. You do need to create a new account for each meeting.
If you have already created an account, but have forgotten your username and password you can have them emailed to you by clicking on the appropriate link on the right.
Welcome to the online abstract submission site for the 46th Annual Pancreas Club Meeting
YOU MUST CREATE AN ACCOUNT FROM THE LINK BELOW TO USE THIS SYSTEM
San Diego, CA
Friday and Saturday, May 18th and 19th
Scientific Sessions:Hyatt Regency Mission Bay
Dinner: Hyatt Regency Mission Bay, May 19th
We invite you to submit your best and most current work, either from your clinical or laboratory research.
Oral presentations are scheduled for 10 minutes with 5 minutes allotted for discussion. There will again be short oral/poster presentations of 3 minutes with 2 minutes for discussion. These shorter presentations may be used as an introduction to data which can be more fully described in a poster.
During daily breaks, selected posters will be highlighted and there will be daily poster-side Professor Rounds.
William Nealon, MD, Program Chair
Login
User ID:
Password:
Submit
Attention:
Need to create an account? Click here
Forgot your password? Click here
For technical assistance, please call (310) 437-0555 x 120

This is the entry page for the abstract software. Instructions are on the left of the page. Since this is your first visit, you will need to create an account. The link to create an account is found just below the login box. **ALL USERS MUST CREATE AN ACCOUNT.**

The rest of this user manual will walk you through the features and use of the abstract submission tool.

Part 1a – Technical Requirements

We have tested the software with multiple browsers and operating systems. Please use one of the following to access the abstract submission system.

Browsers and Operating Systems:

Windows:

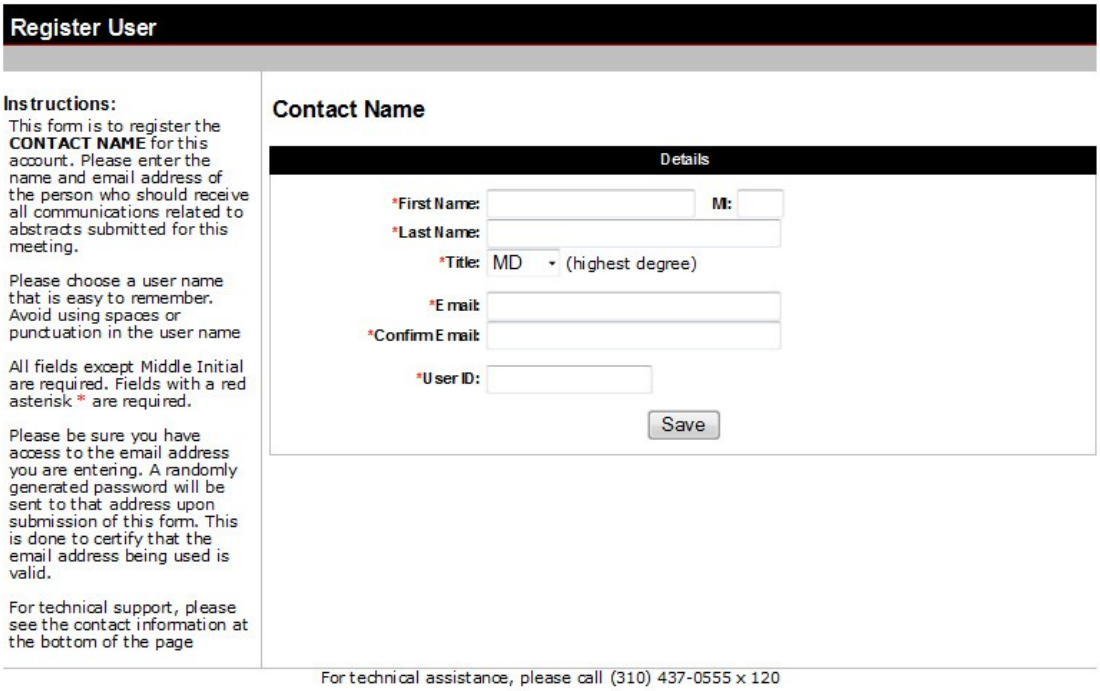
MS Internet Explorer 8 or newer
Opera
Fire Fox 4 or newer
Safari
Chrome

Macintosh:

Safari
Fire Fox 4 or newer

Part 2 – Creating a New Account

You must create an account before you can submit abstracts for this meeting. Each user account can submit an unlimited number of abstracts. If your institution is planning on submitting multiple abstracts, it may be to your benefit to coordinate all submissions under one account for easier management. Once you have clicked on the link to create a new account (from Part 1), you will see the following screen:


Register User
Instructions:
This form is to register the CONTACT NAME for this account. Please enter the name and email address of the person who should receive all communications related to abstracts submitted for this meeting.
Please choose a user name that is easy to remember. Avoid using spaces or punctuation in the user name
All fields except Middle Initial are required. Fields with a red asterisk * are required.
Please be sure you have access to the email address you are entering. A randomly generated password will be sent to that address upon submission of this form. This is done to certify that the email address being used is valid.
For technical support, please see the contact information at the bottom of the page
Contact Name
Details
*First Name:
M:
*Last Name:
*Title: MD (highest degree)
*Email:
*Confirm Email:
*User ID:
Save
For technical assistance, please call (310) 437-0555 x 120

Please fill out this form completely, as all fields (except Middle Initial) are required. This is the main Contact Name for the entire account. Individual abstracts can have a different contact name if desired.

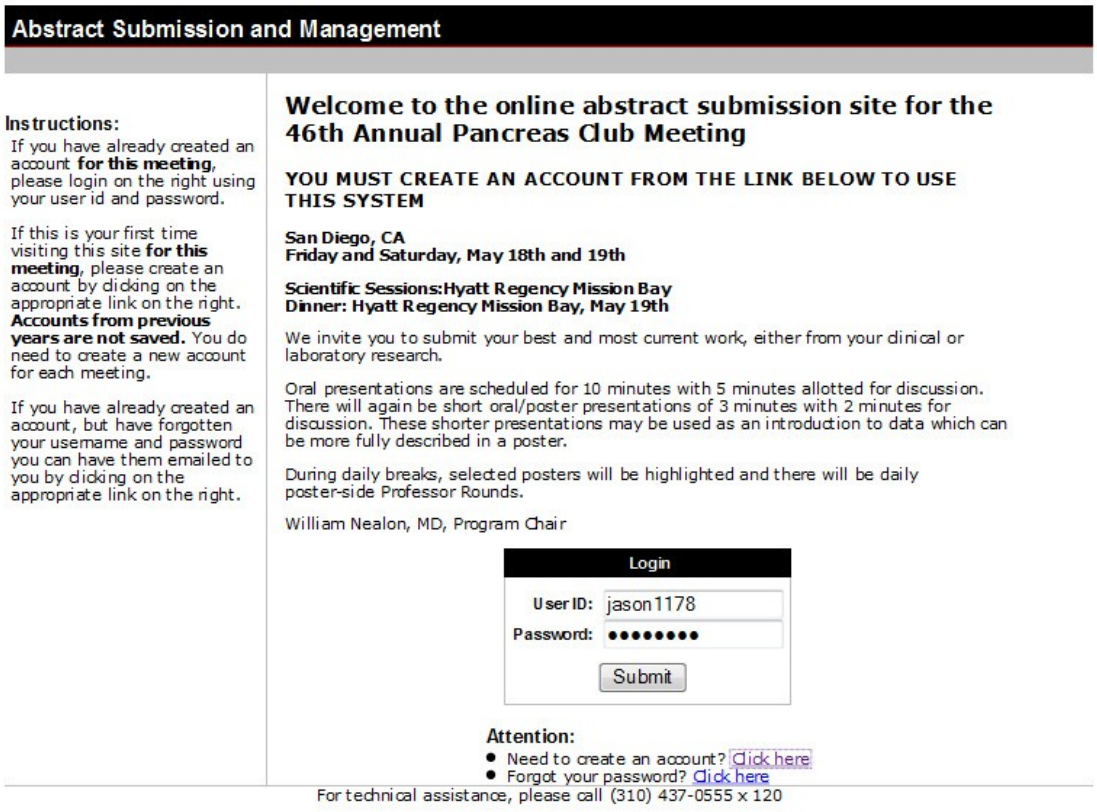
You **MUST** enter a valid email address and you **MUST** be able to check that address for new messages to receive the password to log in. Additionally we recommend you whitelist @submitmyabstract.com email addresses in your spam filter to prevent the message from being blocked. Passwords are automatically generated and emailed to verify the email address. This step is necessary because we will be conducting communications almost entirely by email. After submitting the above form, you should receive the password by email within 5 minutes. If no email is received after 10 minutes, please contact the Pancreas Club Office for assistance.

Part 3 – Logging In

By now, you have created an account using the form from Part 2 and you have received your password by email to the address you provided. The randomly generated password will look something like this:

6TZIdrK3S2

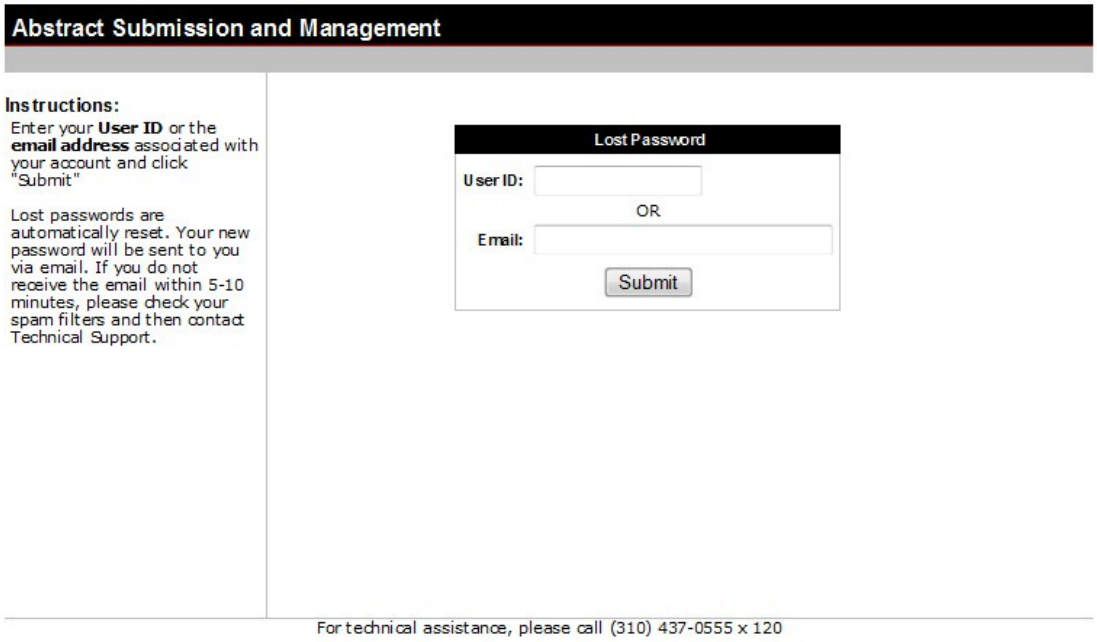
Follow the link in the email to go back to the abstract site login screen and enter the User ID you created into the user ID box (see below). The passwords **ARE CASE SENSITIVE**, so you must enter capital and lowercase letters exactly as shown in the email. ***We suggest that you copy and paste the password from the email into the login box.*** Once you have entered your user ID and password, click the **Submit** button to log in.


Abstract Submission and Management
Instructions:
If you have already created an account for this meeting, please login on the right using your user id and password.
If this is your first time visiting this site for this meeting, please create an account by clicking on the appropriate link on the right. Accounts from previous years are not saved. You do need to create a new account for each meeting.
If you have already created an account, but have forgotten your username and password you can have them emailed to you by clicking on the appropriate link on the right.
Welcome to the online abstract submission site for the 46th Annual Pancreas Club Meeting
YOU MUST CREATE AN ACCOUNT FROM THE LINK BELOW TO USE THIS SYSTEM
San Diego, CA
Friday and Saturday, May 18th and 19th
Scientific Sessions:Hyatt Regency Mission Bay
Dinner: Hyatt Regency Mission Bay, May 19th
We invite you to submit your best and most current work, either from your clinical or laboratory research.
Oral presentations are scheduled for 10 minutes with 5 minutes allotted for discussion. There will again be short oral/poster presentations of 3 minutes with 2 minutes for discussion. These shorter presentations may be used as an introduction to data which can be more fully described in a poster.
During daily breaks, selected posters will be highlighted and there will be daily poster-side Professor Rounds.
William Nealon, MD, Program Chair
Login
User ID: jason1178
Password: ••••••••
Submit
Attention:
Need to create an account? Click here
Forgot your password? Click here
For technical assistance, please call (310) 437-0555 x 120

If you cannot remember your password, please click the correct link on the screen and go to Part 3a – Resetting a Forgotten Password

Part3a – Resetting a Forgotten Password

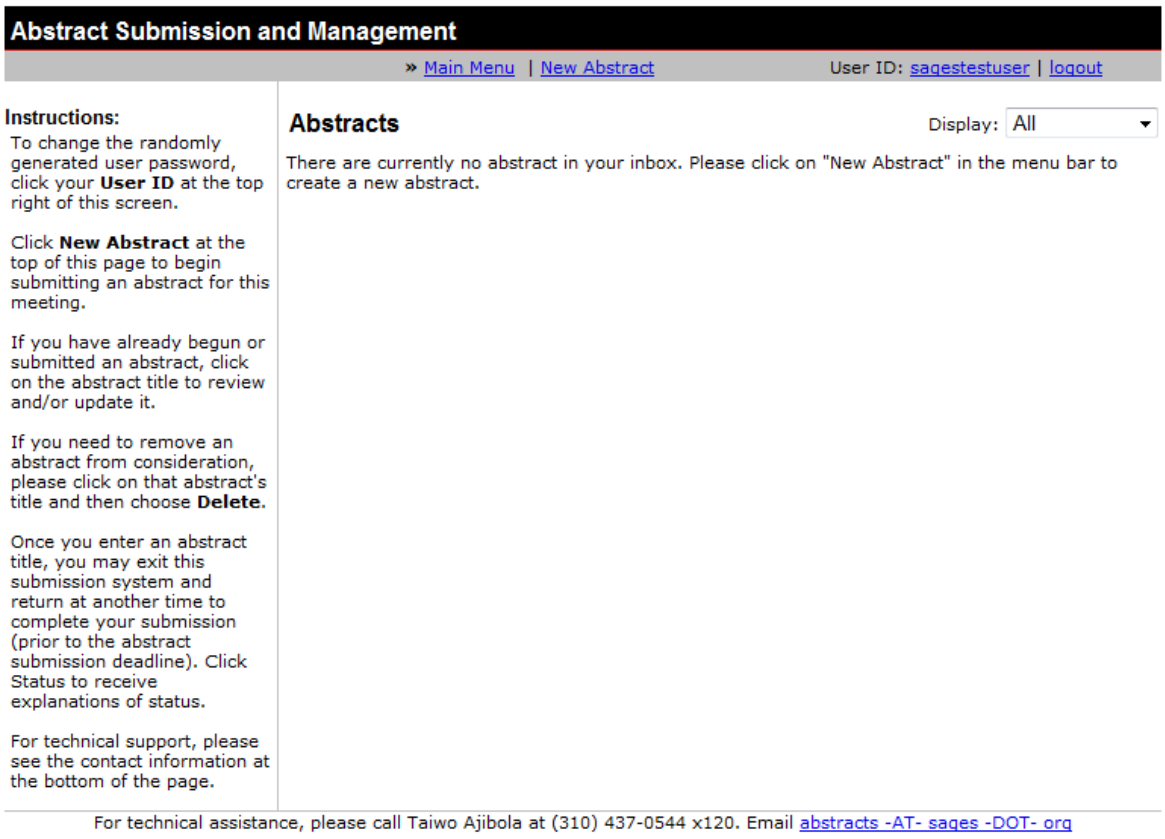
Upon clicking the “Forgot your password? Click here” link on the login screen, you will be taken to the password reset screen:


Abstract Submission and Management
Instructions:
Enter your User ID or the email address associated with your account and click "Submit"
Lost passwords are automatically reset. Your new password will be sent to you via email. If you do not receive the email within 5-10 minutes, please check your spam filters and then contact Technical Support.
Lost Password
User ID:
OR
Email:
Submit
For technical assistance, please call (310) 437-0555 x 120

Enter **EITHER** your user ID **OR** your email address above and click the **Submit** button. The password for that account will be reset to a new randomly generated value and emailed to the address provided when you created the account. If you do not receive the new password within 5 or 10 minutes, please contact the Pancreas Club office for technical support.

Part 4 – The Main Menu

After a successful login, you will see the following screen:


Abstract Submission and Management
» Main Menu | New Abstract
User ID: sagestestuser | logout
Instructions:
To change the randomly generated user password, click your User ID at the top right of this screen.
Click New Abstract at the top of this page to begin submitting an abstract for this meeting.
If you have already begun or submitted an abstract, click on the abstract title to review and/or update it.
If you need to remove an abstract from consideration, please click on that abstract's title and then choose Delete.
Once you enter an abstract title, you may exit this submission system and return at another time to complete your submission (prior to the abstract submission deadline). Click Status to receive explanations of status.
For technical support, please see the contact information at the bottom of the page.
Abstracts
Display: All
There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.
For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email abstracts -AT- sages -DOT- org

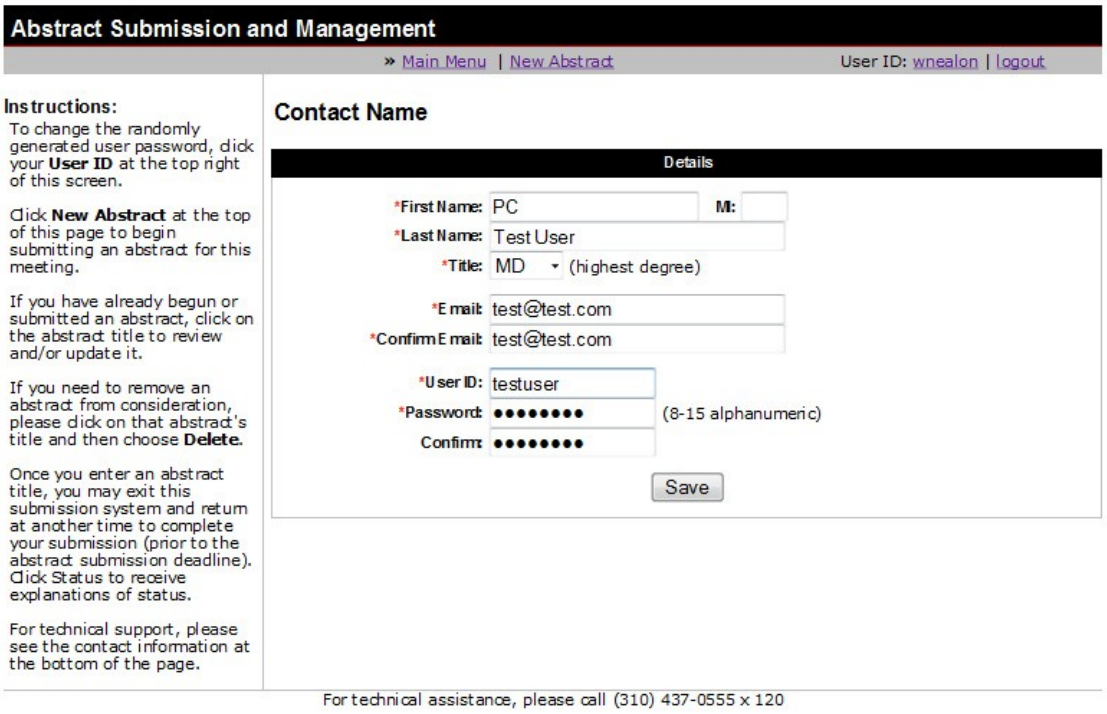
As always, instructions are on the left of the page. Options will appear either in the content space to the right of the instructions or in the navigation bar above the instructions and content space. Because this is your first time logged in, you have no abstracts in the system.

To begin submitting a new abstract, **click the "New Abstract"** link at the top of the page (go to Part 5).

To change the randomly generated password, **click on your user ID** at the top right of the screen (go to Part 4a).

Part 4a – Changing the Password

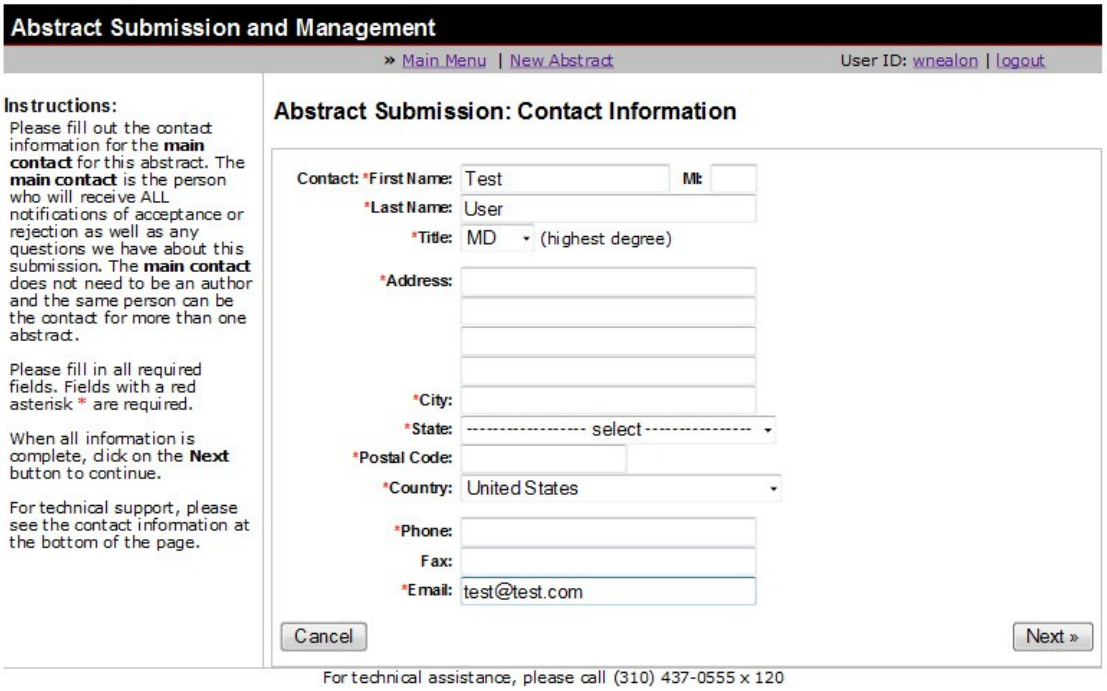
To change the randomly generated password to something easier to remember and type, click on your User ID at the top right of the main menu. You will see the following screen:


Abstract Submission and Management
» Main Menu | New Abstract
User ID: wnealon | logout
Instructions:
To change the randomly generated user password, click your User ID at the top right of this screen.
Click New Abstract at the top of this page to begin submitting an abstract for this meeting.
If you have already begun or submitted an abstract, click on the abstract title to review and/or update it.
If you need to remove an abstract from consideration, please click on that abstract's title and then choose Delete.
Once you enter an abstract title, you may exit this submission system and return at another time to complete your submission (prior to the abstract submission deadline). Click Status to receive explanations of status.
For technical support, please see the contact information at the bottom of the page.
Contact Name
Details
*First Name: PC
M:
*Last Name: Test User
*Title: MD (highest degree)
*Email: test@test.com
*Confirm Email: test@test.com
*User ID: testuser
*Password: ••••••••
(8-15 alphanumeric)
Confirm: ••••••••
Save
For technical assistance, please call (310) 437-0555 x 120

To change the password, first enter your email address in the "Confirm Email" text box and then simply enter the new password in the Password and Confirm fields and click the **Save** button. *You will see a message at the top of the screen if the information was saved successfully*. At that point, you can **Logout**, return to the **Main Menu** or begin a **New Abstract**.

Part 5 – Submitting a New Abstract || Step 1 – Contact Information

When you click on the **New Abstract** link at the top of the Main Menu, you are taken to the following screen:

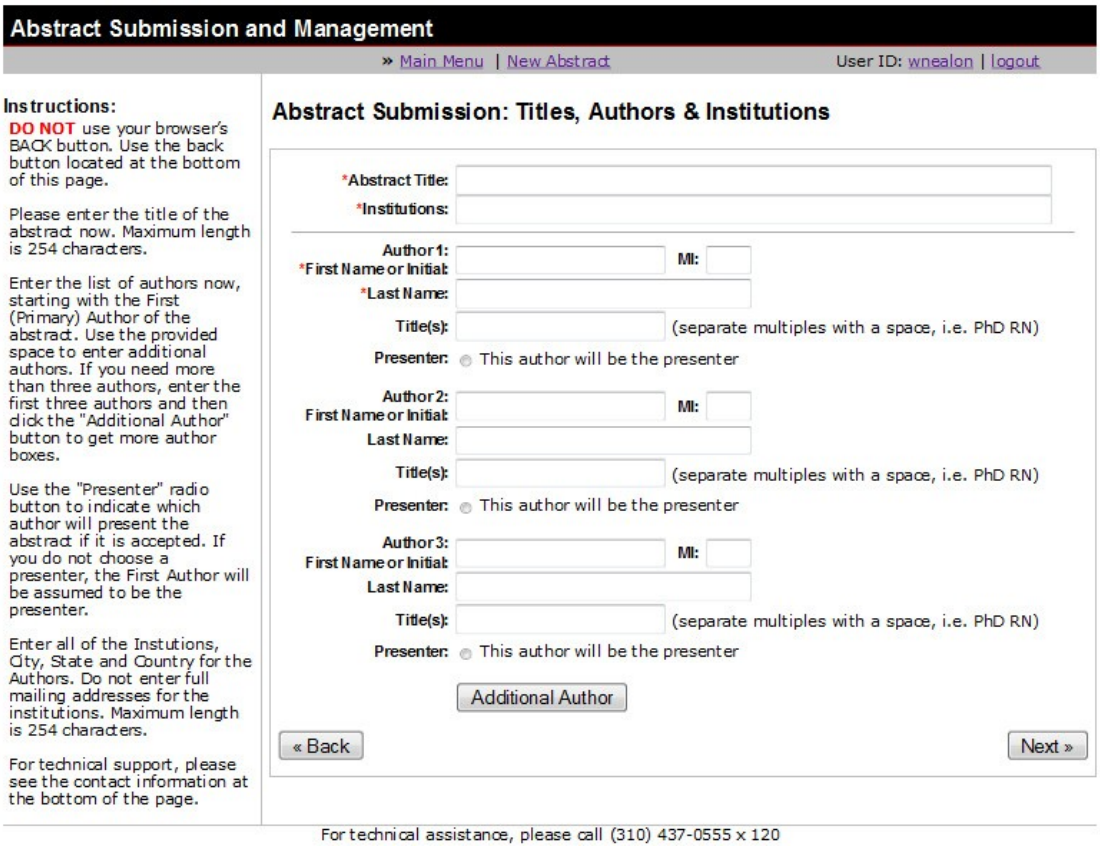

Abstract Submission and Management
» Main Menu | New Abstract
User ID: wnealon | logout
Instructions:
Please fill out the contact information for the main contact for this abstract. The main contact is the person who will receive ALL notifications of acceptance or rejection as well as any questions we have about this submission. The main contact does not need to be an author and the same person can be the contact for more than one abstract.
Please fill in all required fields. Fields with a red asterisk * are required.
When all information is complete, click on the Next button to continue.
For technical support, please see the contact information at the bottom of the page.
Abstract Submission: Contact Information
Contact: *First Name: Test
MI:
*Last Name: User
*Title: MD (highest degree)
*Address:
*City:
*State: ---------- select ----------
*Postal Code:
*Country: United States
*Phone:
Fax:
*Email: test@test.com
Cancel
Next »
For technical assistance, please call (310) 437-0555 x 120

All fields marked with the **red asterisk (*)** are required and may not be left blank. The system assumes that the Contact Name of the account will also be the contact for the abstract, but you may change this if you wish.

Please enter a valid postal address as well as a valid phone number and email address. Entering a fax number is optional.

Click the **Next** button at the bottom of the page to continue, or click the **Cancel** button to discard this abstract and return to the Main Menu.

Part 5 – Submitting a New Abstract || Step 2 – Title, Authors & Institutions


Abstract Submission and Management
» Main Menu | New Abstract
User ID: wnealon | logout
Instructions:
DO NOT use your browser's BACK button. Use the back button located at the bottom of this page.
Please enter the title of the abstract now. Maximum length is 254 characters.
Enter the list of authors now, starting with the First (Primary) Author of the abstract. Use the provided space to enter additional authors. If you need more than three authors, enter the first three authors and then click the "Additional Author" button to get more author boxes.
Use the "Presenter" radio button to indicate which author will present the abstract if it is accepted. If you do not choose a presenter, the First Author will be assumed to be the presenter.
Enter all of the Instutions, City, State and Country for the Authors. Do not enter full mailing addresses for the institutions. Maximum length is 254 characters.
For technical support, please see the contact information at the bottom of the page.
Abstract Submission: Titles, Authors & Institutions
*Abstract Title:
*Institutions:
Author 1:
*First Name or Initial:
MI:
*Last Name:
Title(s):
(separate multiples with a space, i.e. PhD RN)
Presenter:
This author will be the presenter
Author 2:
First Name or Initial:
MI:
Last Name:
Title(s):
(separate multiples with a space, i.e. PhD RN)
Presenter:
This author will be the presenter
Author 3:
First Name or Initial:
MI:
Last Name:
Title(s):
(separate multiples with a space, i.e. PhD RN)
Presenter:
This author will be the presenter
Additional Author
« Back
Next »
For technical assistance, please call (310) 437-0555 x 120

Enter the abstract title in the first field on this screen. The title is limited to 254 characters.

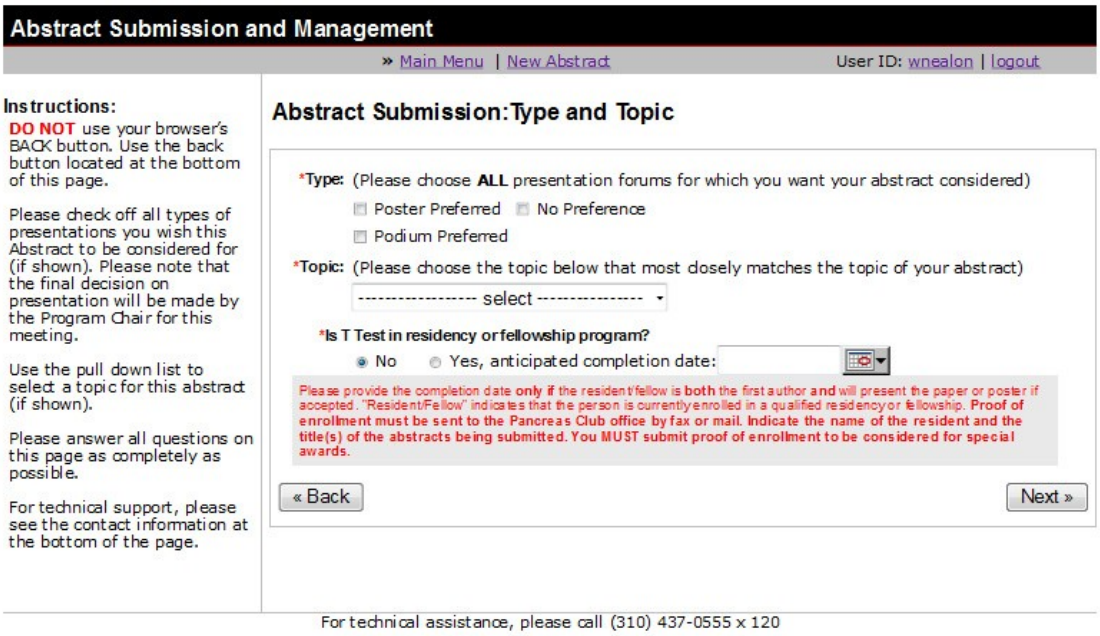
Enter all of the institutions for the abstract authors on the next line. This field is also limited to 254 characters.

Enter the Authors for the abstract, beginning with the First (Primary) Author in the Author 1 area and continuing in any order you wish. Use the Presenter check-off to indicate which author will present the abstract at the Pancreas Club Meeting if it is accepted.

If you need more than three authors, fill out all of the above fields and then click the **Additional Author button** to receive another space for an author. **You may add up to 10 authors**.

Click **Next** to continue or **Back** to edit the contact information. **From this point forward, if you leave the site, your abstract will be saved.**

Part 5 – Submitting a New Abstract || Step 3 – Presentation Type and Topic


Abstract Submission and Management
» Main Menu | New Abstract
User ID: wnealon | logout
Instructions:
DO NOT use your browser's BACK button. Use the back button located at the bottom of this page.
Please check off all types of presentations you wish this Abstract to be considered for (if shown). Please note that the final decision on presentation will be made by the Program Chair for this meeting.
Use the pull down list to select a topic for this abstract (if shown).
Please answer all questions on this page as completely as possible.
For technical support, please see the contact information at the bottom of the page.
Abstract Submission: Type and Topic
*Type: (Please choose ALL presentation forums for which you want your abstract considered)
Poster Preferred
No Preference
Podium Preferred
*Topic: (Please choose the topic below that most closely matches the topic of your abstract)
---------- select ----------
*Is T Test in residency or fellowship program?
No
Yes, anticipated completion date:
Please provide the completion date only if the resident/fellow is both the first author and will present the paper or poster if accepted. "Resident/Fellow" indicates that the person is currently enrolled in a qualified residency or fellowship. Proof of enrollment must be sent to the Pancreas Club office by fax or mail. Indicate the name of the resident and the title(s) of the abstracts being submitted. You MUST submit proof of enrollment to be considered for special awards.
« Back
Next »
For technical assistance, please call (310) 437-0555 x 120

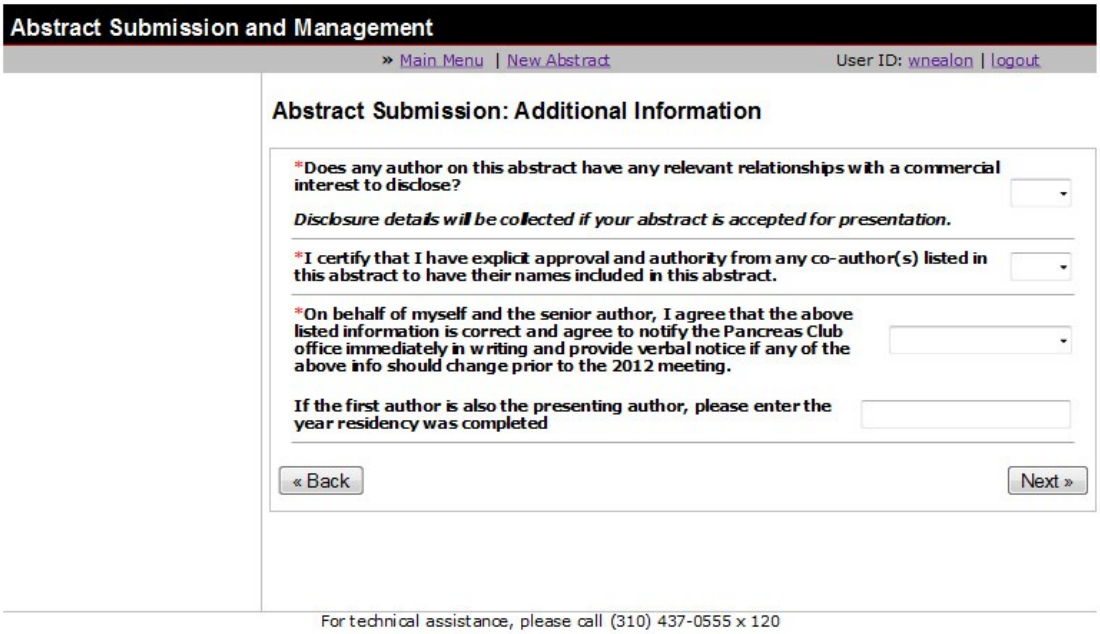
Please choose which format you wish to present this abstract if it is accepted for presentation. The Program Committee will take your preference into account but retains the right to make the final decision as to presentation type.

Use the Topic pull-down menu to select the topic that most closely matches the topic of this abstract.

Indicate whether the First Author or the Presenter is in a surgical residency or other surgical training program and if so, provide the anticipated date of completion of training.

Click **Back** to go back and edit Authors and Institutions or **Next** to continue.

Part 5 – Submitting a New Abstract || Step 4 – Financial Disclosures and Additional Information

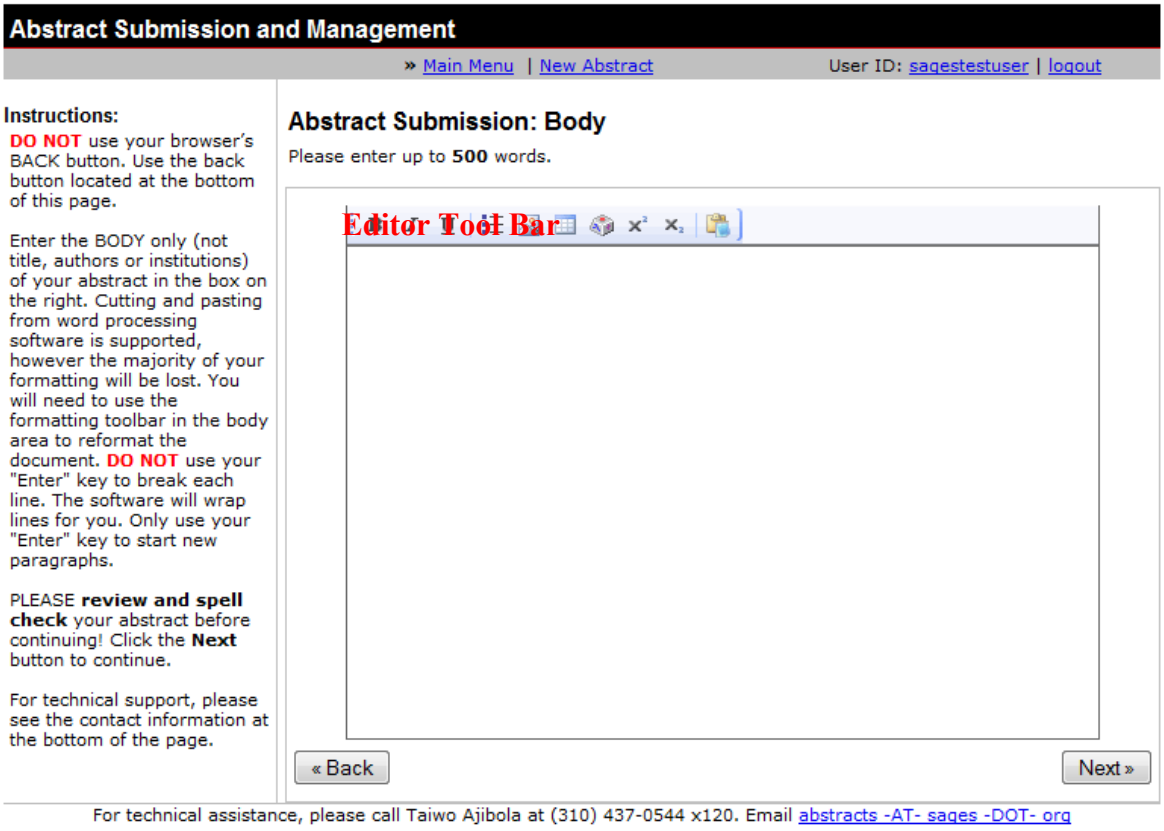

Abstract Submission and Management
» Main Menu | New Abstract
User ID: wnealon | logout
Abstract Submission: Additional Information
*Does any author on this abstract have any relevant relationships with a commercial interest to disclose?
Disclosure details will be collected if your abstract is accepted for presentation.
*I certify that I have explicit approval and authority from any co-author(s) listed in this abstract to have their names included in this abstract.
*On behalf of myself and the senior author, I agree that the above listed information is correct and agree to notify the Pancreas Club office immediately in writing and provide verbal notice if any of the above info should change prior to the 2012 meeting.
If the first author is also the presenting author, please enter the year residency was completed
« Back
Next »
For technical assistance, please call (310) 437-0555 x 120

The Pancreas Club, adhering to the policies of the ACCME, must insure balance, independence, objectivity, and scientific rigor in all its educational activities. All Potential Speakers participating in a sponsored activity are expected to disclose any significant financial interest or other relationship (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation and (2) with any commercial supporters of the activity. (Significant financial interest or other relationship can include such things as grants or research support, employee, consultant, major stockholder, member of speaker's bureau etc.). The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker's interest or relationships may influence the presentation with regard to exposition or conclusion.

Please provide answers to the additional questions on this page.

Part 5 – Submitting a New Abstract || Step 5 – Edit your Abstract Content

Once you have entered the basic information for your abstract, the abstract editor will now appear on screen. You will now be able to edit your abstract.


Abstract Submission and Management
» Main Menu | New Abstract
User ID: sagestestuser | logout
Instructions:
DO NOT use your browser's BACK button. Use the back button located at the bottom of this page.
Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. DO NOT use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.
PLEASE review and spell check your abstract before continuing! Click the Next button to continue.
For technical support, please see the contact information at the bottom of the page.
Abstract Submission: Body
Please enter up to 500 words.
Editor Tool Bar
« Back
Next »
For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email abstracts -AT- sages -DOT- org

Entering Text

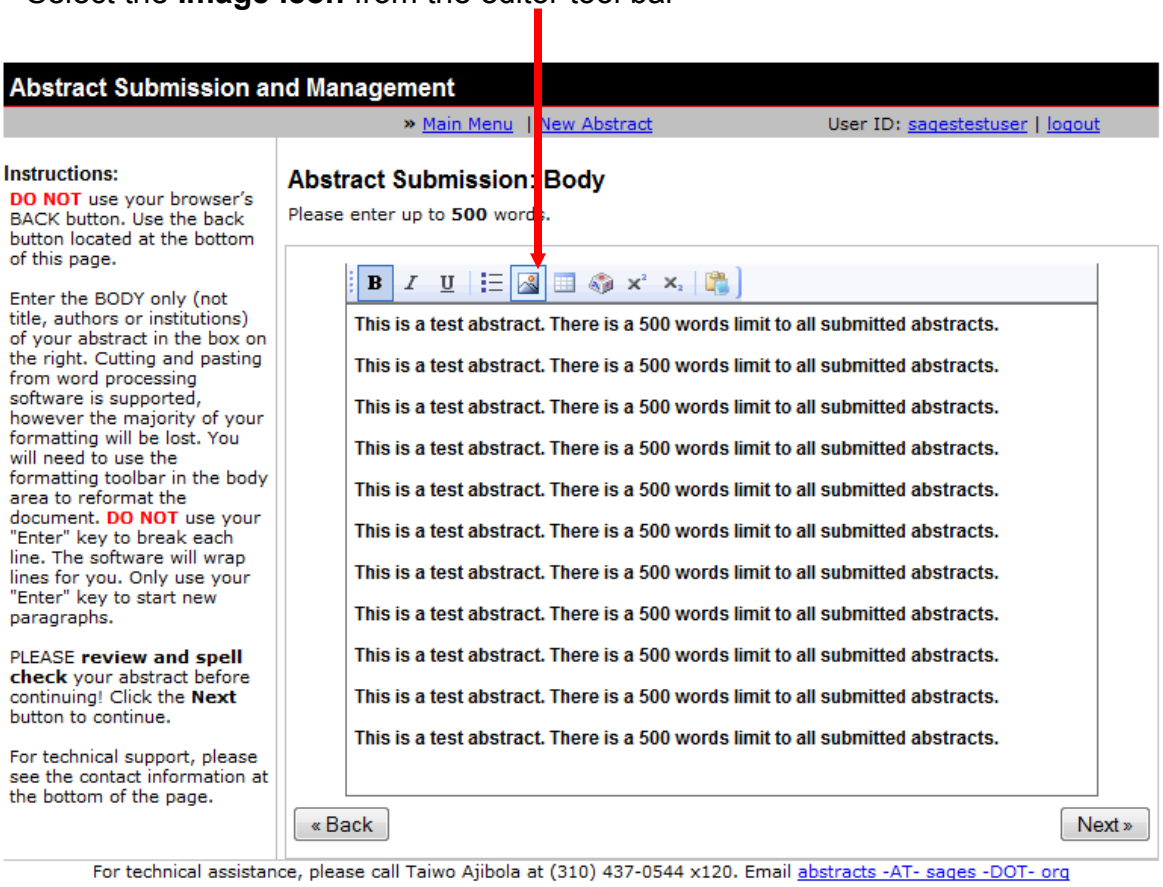
1. You may enter abstract text simply by typing it in the abstract box.
2. Alternatively, you may use the editor's copy & paste function

   a. You may copy & paste from **MS Word** or paste as **Plain Text** by choosing the appropriate icon in the editor tool bar.

Please Note: Every abstract submitted must adhere to a **500-word limitation**. This restriction will be strictly enforced via the online submission system.

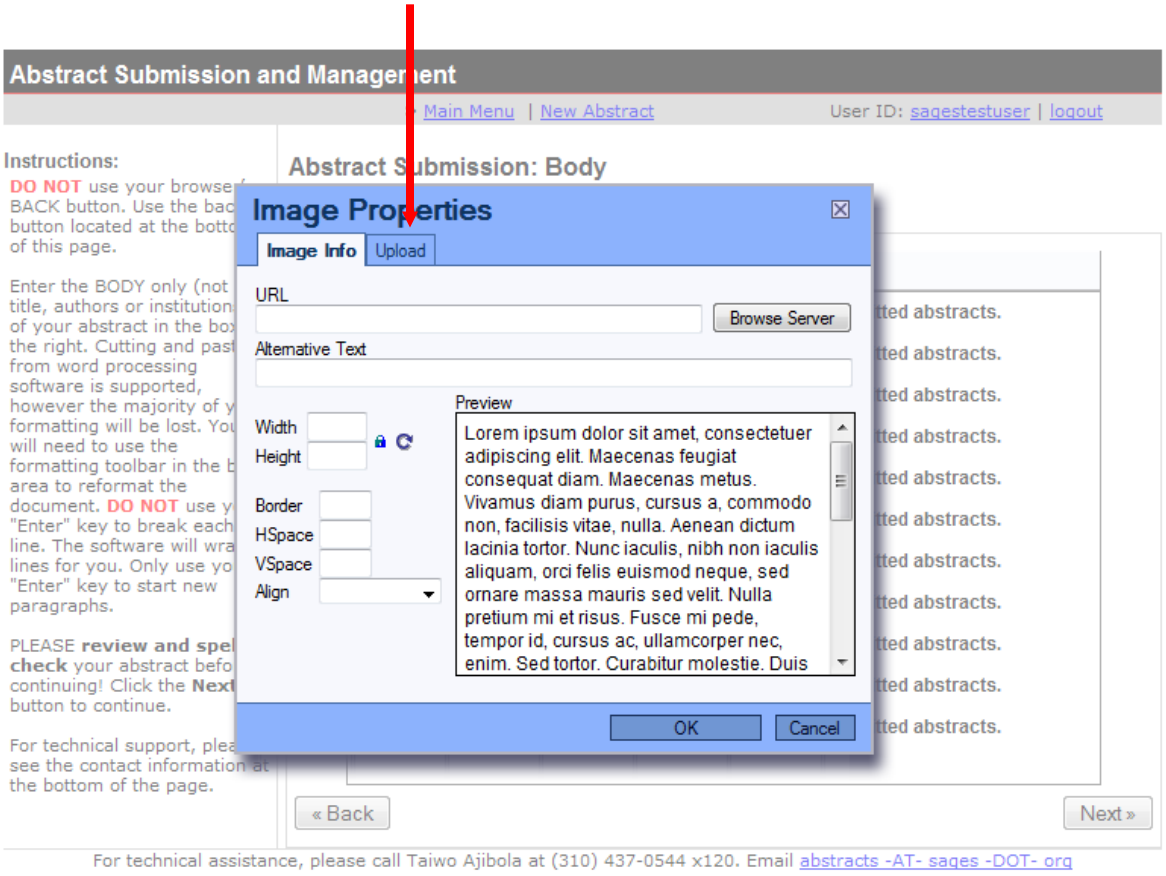
Inserting an Image

1. Select the **Image icon** from the editor tool bar


Abstract Submission and Management
» Main Menu | New Abstract
User ID: sagestestuser | logout
Instructions:
DO NOT use your browser's BACK button. Use the back button located at the bottom of this page.
Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. DO NOT use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.
PLEASE review and spell check your abstract before continuing! Click the Next button to continue.
For technical support, please see the contact information at the bottom of the page.
Abstract Submission: Body
Please enter up to 500 words.
This is a test abstract. There is a 500 words limit to all submitted abstracts.
« Back
Next »
For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email abstracts -AT- sages -DOT- org

2. The Image Properties box will now appear on screen. YOU MUST SET YOUR BROWSER TO ALLOW POPUPS FROM THE ABSTRACT WEBSITE OR YOU WILL NOT BE ABLE TO ADD IMAGES.

3. Select the **upload tab** to upload your image.


Abstract Submission and Management
Main Menu | New Abstract
User ID: sagestestuser | logout
Instructions:
Abstract Submission: Body
Image Properties
Image Info
Upload
URL
Browse Server
Alternative Text
Preview
Width
Height
Border
HSpace
VSpace
Align
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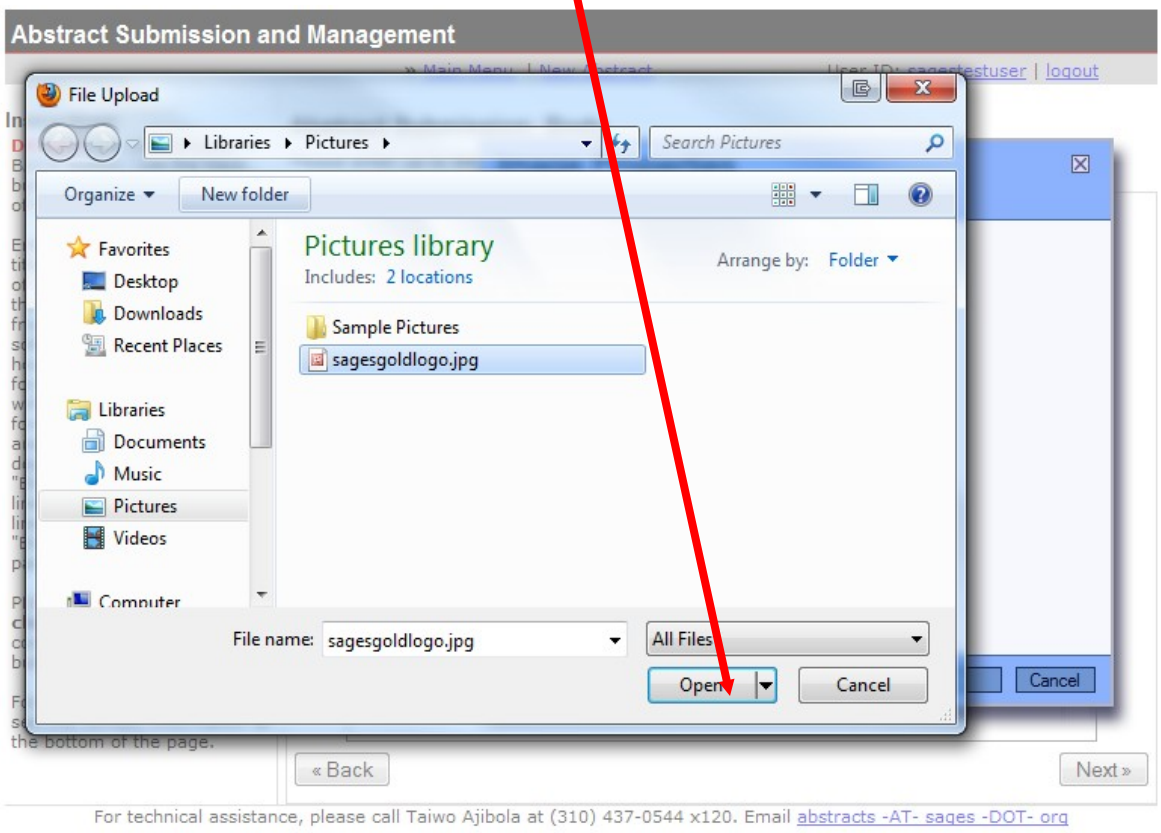
OK
Cancel
« Back
Next »
For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email abstracts -AT- sages -DOT- org

4. The file upload box will now appear on screen.

5. The Latin text you see is not your abstract but rather sample text that will be used to show how your image will be placed in relation to the text.

6. Select the **browse button** and navigate your local hard drive to locate the desired image.

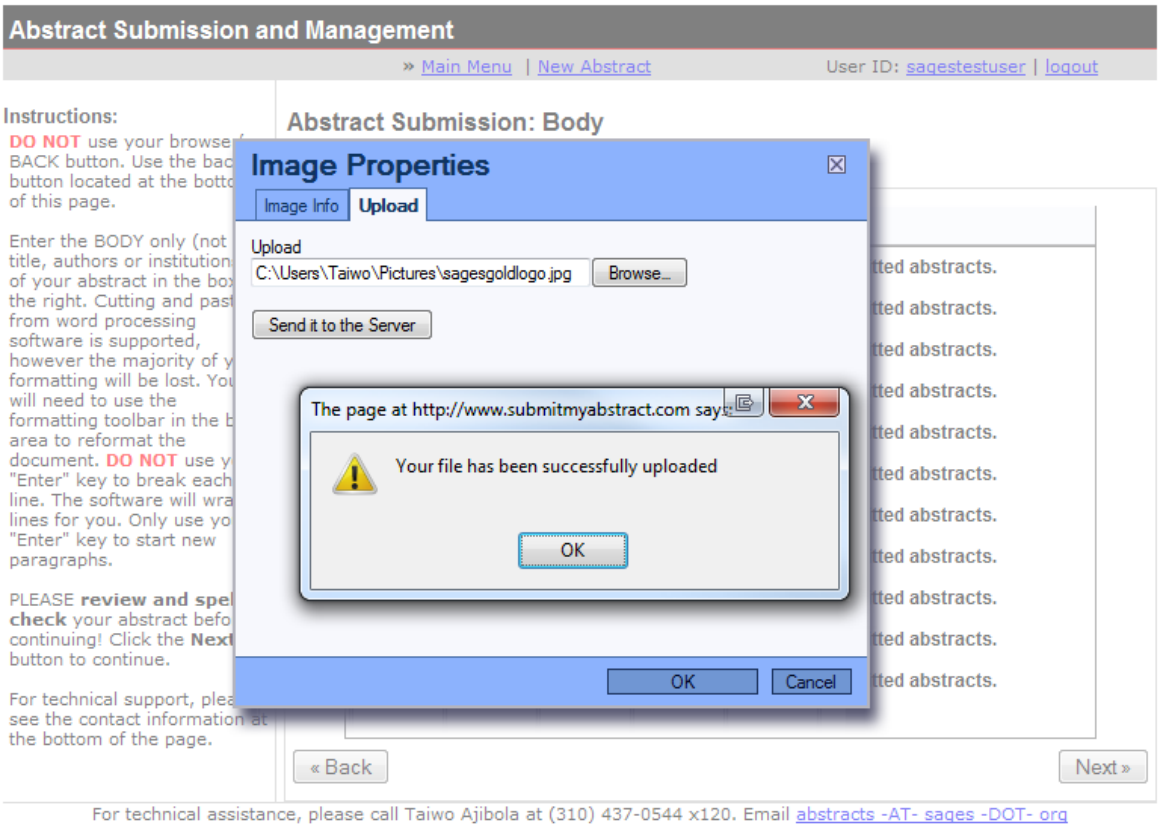
7. Select the image and press the **open button**



8. You will return to the **Image Properties** screen

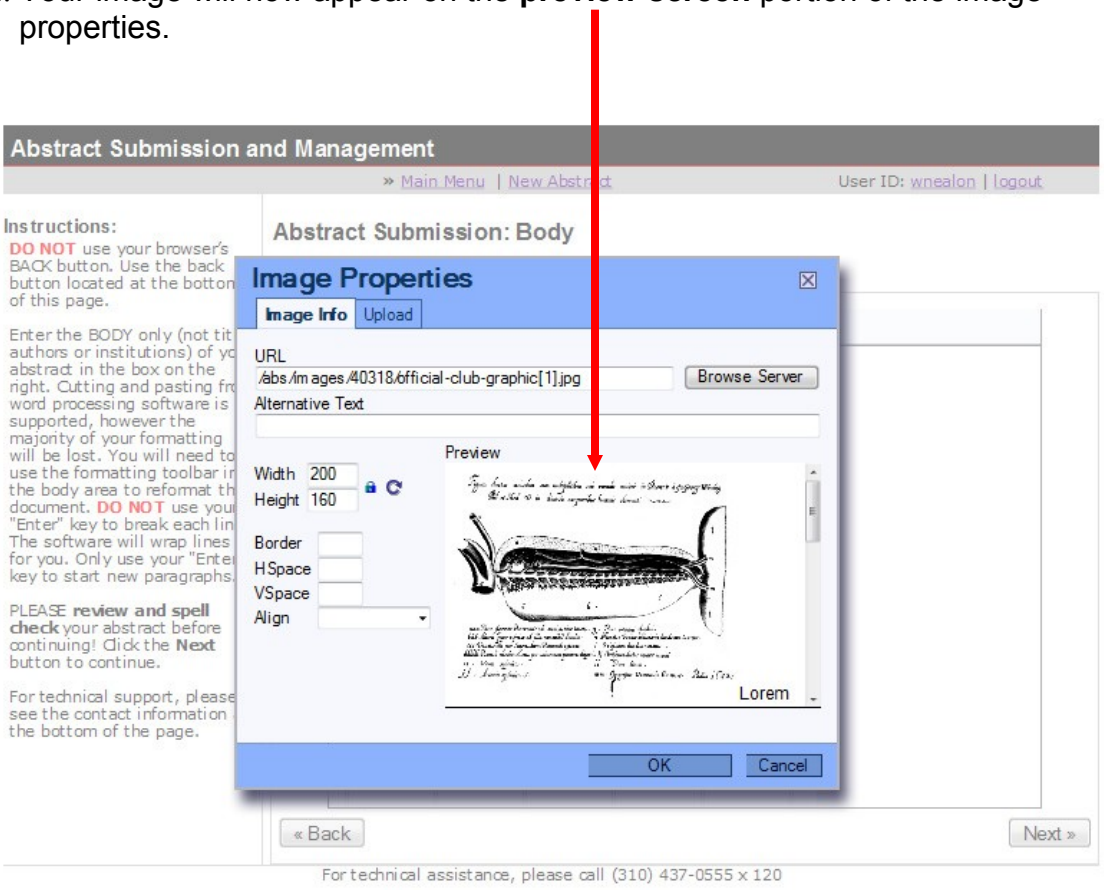
9. Press the **Send to Server** button

10. An onscreen confirmation will appear when your image has successfully been uploaded.



11. Press the **OK** button on the confirmation dialog box.

12. Your image will now appear on the **preview screen** portion of the image properties.


Abstract Submission and Management
» Main Menu | New Abstract
User ID: wnealon | logout
Instructions:
DO NOT use your browser's BACK button. Use the back button located at the bottom of this page.
Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. DO NOT use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.
PLEASE review and spell check your abstract before continuing! Click the Next button to continue.
For technical support, please see the contact information at the bottom of the page.
Abstract Submission: Body
Image Properties
Image Info
Upload
URL
/abs/images/40318/official-club-graphic[1].jpg
Browse Server
Alternative Text
Preview
Width 200
Height 160
Border
HSpace
VSpace
Align
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Cancel
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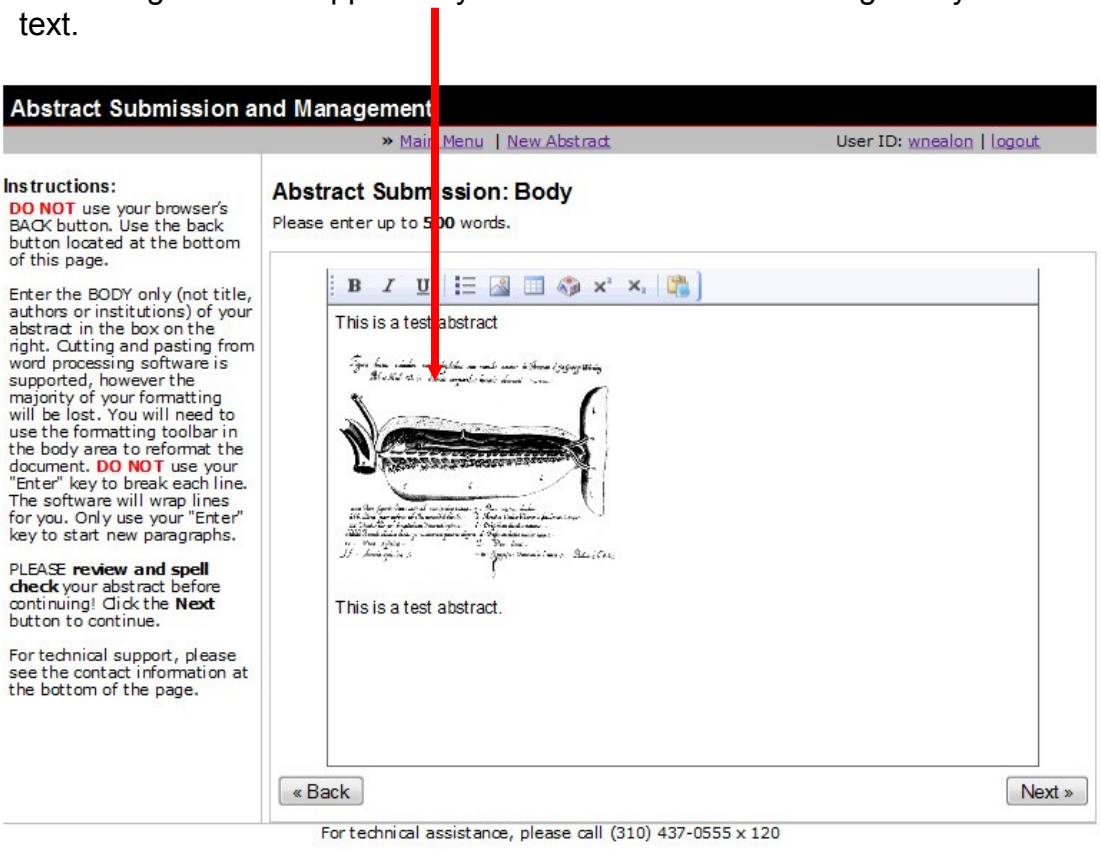
13. You can alter the height and/or width of the image at this time. If the preview image doesn't fit in the provided space, it may be too big and you will want to adjust it downwards. The lock icon means that changes to width will result in an auto-calculation of height and vice-versa. You may also change the alignment of the image to center it or right-align.

14. Press the **OK** button

15. Your image will now appear in your abstract editor box along with your submitted text.


Abstract Submission and Management
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PLEASE review and spell check your abstract before continuing! Click the Next button to continue.
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Abstract Submission: Body
Please enter up to 500 words.
This is a test abstract
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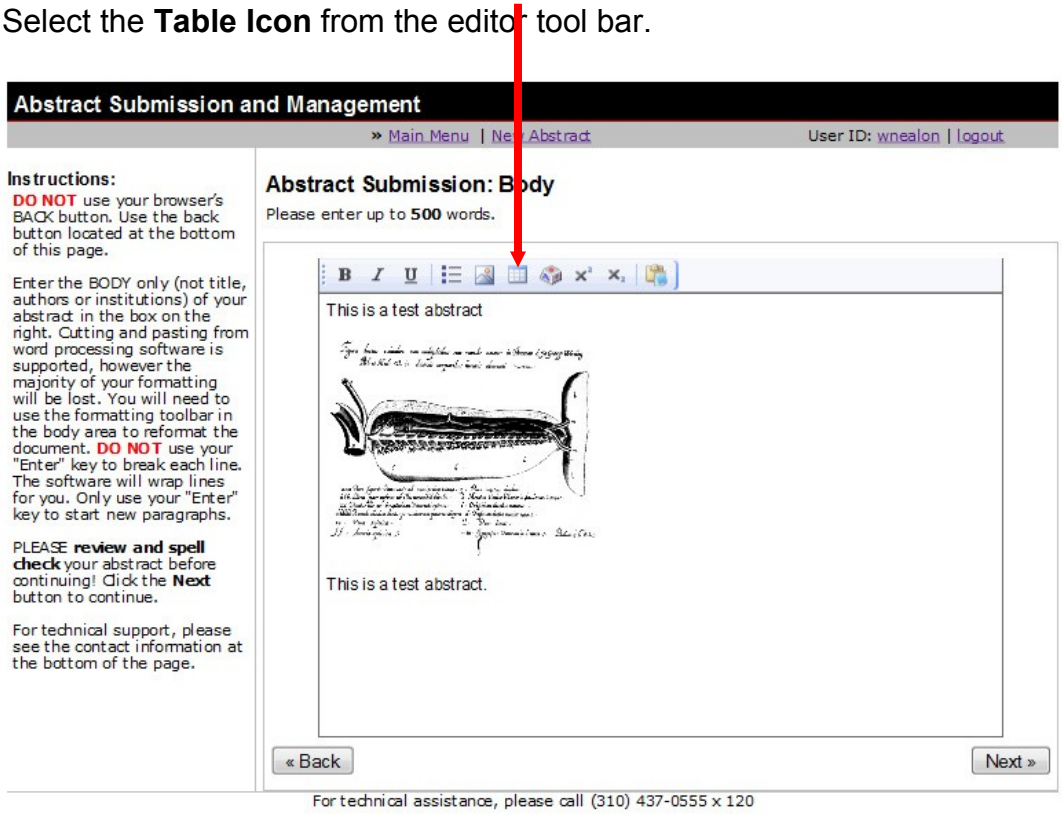
16. Select **Next** to continue with the abstract submission

Please Note: We have provided support for small images in this software. While any color image may be inserted, this feature is primarily intended for graphs. **Because images must be in JPEG format and less than 100 kb in size and should be less than 600 pixels in width and height, we do not recommend that you attempt to insert high-quality intraoperative photos.** Additionally, we will print the abstracts in black and white only, so color images will not look as good in publication as they do on the screen.

Generating a Table within the Abstract Editor

1. Select the **Table Icon** from the editor tool bar.


Abstract Submission and Management
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Please enter up to 500 words.
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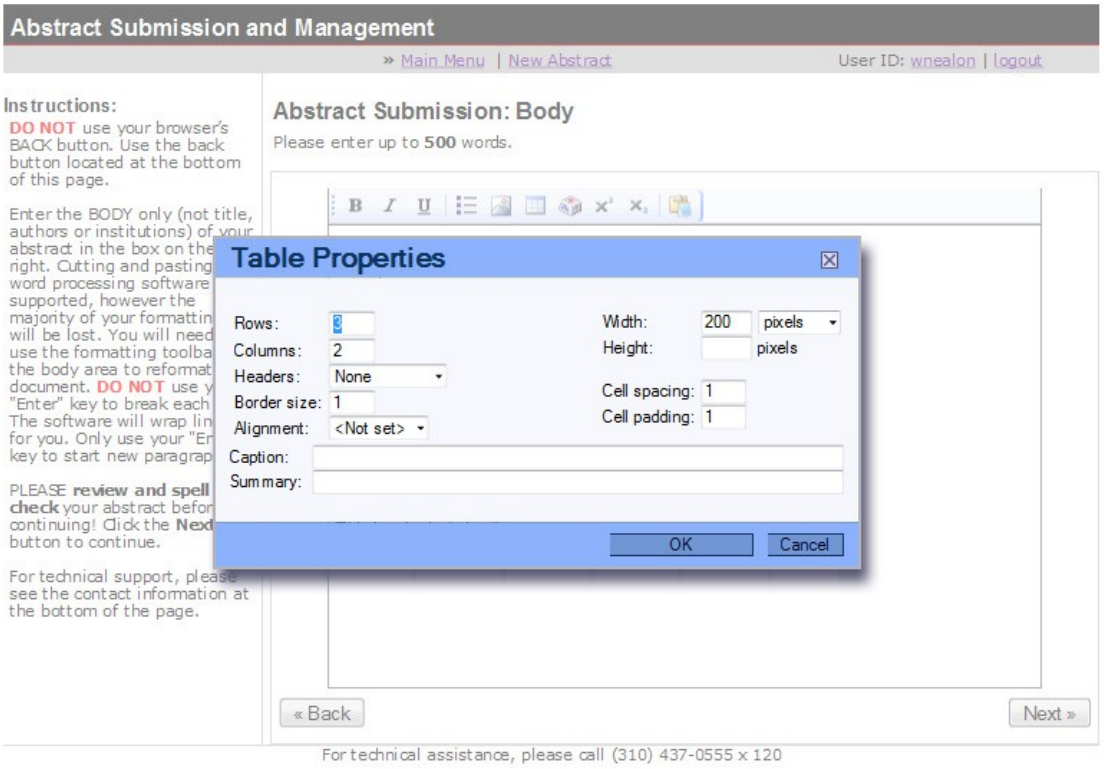
2. The Table Properties screen will now appear. YOU MUST SET YOUR BROWSER TO ALLOW POPUPS FROM THE ABSTRACT WEBSITE OR YOU WILL NOT BE ABLE TO ADD IMAGES OR TABLES .

3. Fill in the table definitions as needed (rows, columns, header, summary, etc)


Abstract Submission and Management
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User ID: wnealon | logout
Instructions:
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Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting word processing software supported, however the majority of your formattin will be lost. You will need use the formatting toolba the body area to reformat document. DO NOT use y "Enter" key to break each The software will wrap lin for you. Only use your "En key to start new paragrap
PLEASE review and spell check your abstract befor continuing! Click the Next button to continue.
For technical support, please see the contact information at the bottom of the page.
Abstract Submission: Body
Please enter up to 500 words.
Table Properties
Rows: 3
Columns: 2
Headers: None
Border size: 1
Alignment: <Not set>
Width: 200 pixels
Height: pixels
Cell spacing: 1
Cell padding: 1
Caption:
Summary:
OK
Cancel
« Back
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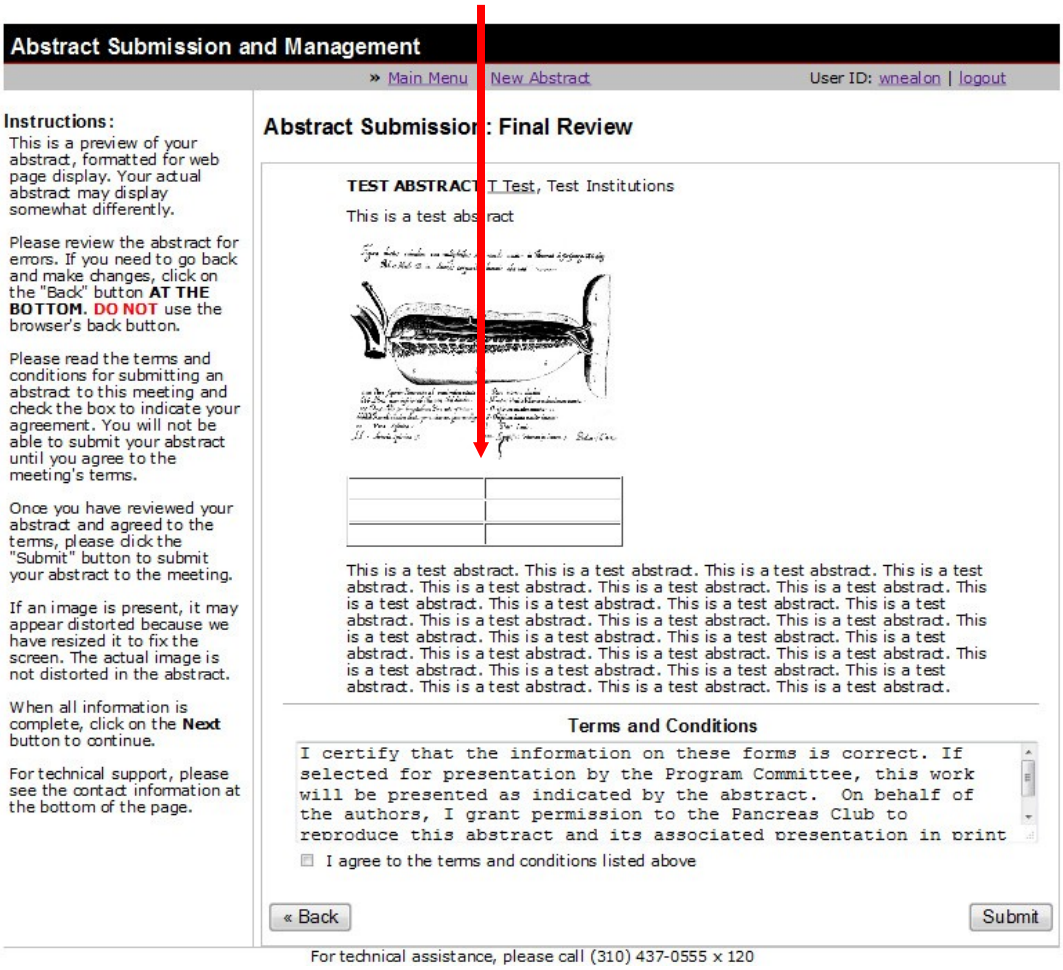
4. Press **OK**

5. A blank table will now appear in your abstract


Abstract Submission and Management
» Main Menu | New Abstract
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Instructions:
This is a preview of your abstract, formatted for web page display. Your actual abstract may display somewhat differently.
Please review the abstract for errors. If you need to go back and make changes, click on the "Back" button AT THE BOTTOM. DO NOT use the browser's back button.
Please read the terms and conditions for submitting an abstract to this meeting and check the box to indicate your agreement. You will not be able to submit your abstract until you agree to the meeting's terms.
Once you have reviewed your abstract and agreed to the terms, please click the "Submit" button to submit your abstract to the meeting.
If an image is present, it may appear distorted because we have resized it to fix the screen. The actual image is not distorted in the abstract.
When all information is complete, click on the Next button to continue.
For technical support, please see the contact information at the bottom of the page.
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TEST ABSTRACT T Test, Test Institutions
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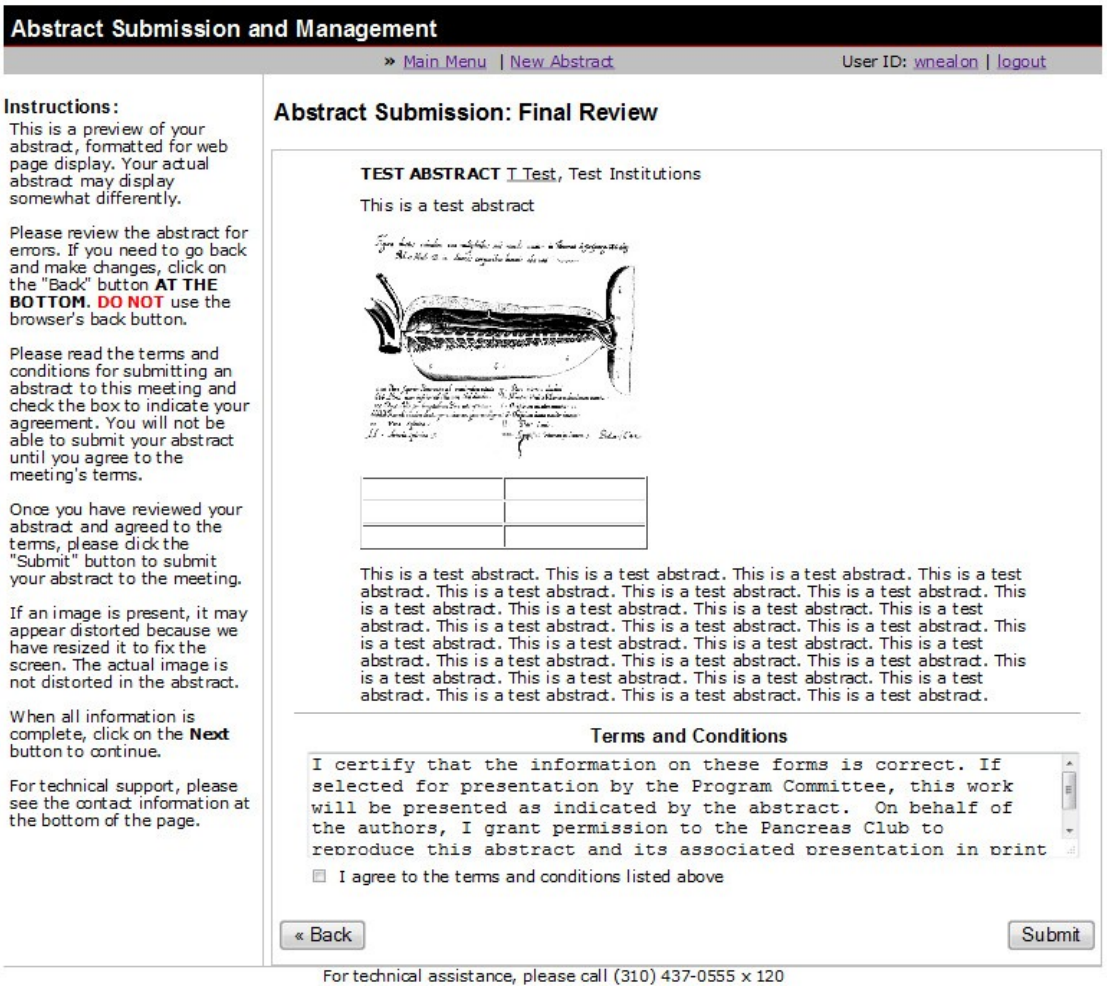
6. Fill in the table with your desired data.

7. Select **Next**

8. **Review and Accept Terms and Conditions**


Abstract Submission and Management
» Main Menu | New Abstract
User ID: wnealon | logout
Instructions:
This is a preview of your abstract, formatted for web page display. Your actual abstract may display somewhat differently.
Please review the abstract for errors. If you need to go back and make changes, click on the "Back" button AT THE BOTTOM. DO NOT use the browser's back button.
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When all information is complete, click on the Next button to continue.
For technical support, please see the contact information at the bottom of the page.
Abstract Submission: Final Review
TEST ABSTRACT T Test, Test Institutions
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Please Note: Once you have successfully created an abstract that conforms to our specifications, you are presented the above screen and are given the opportunity to review the abstract. If you need to make changes, use the **Back button located at the bottom of the screen** to go back. Do not use the built-in browser back button, as this may cause problems.

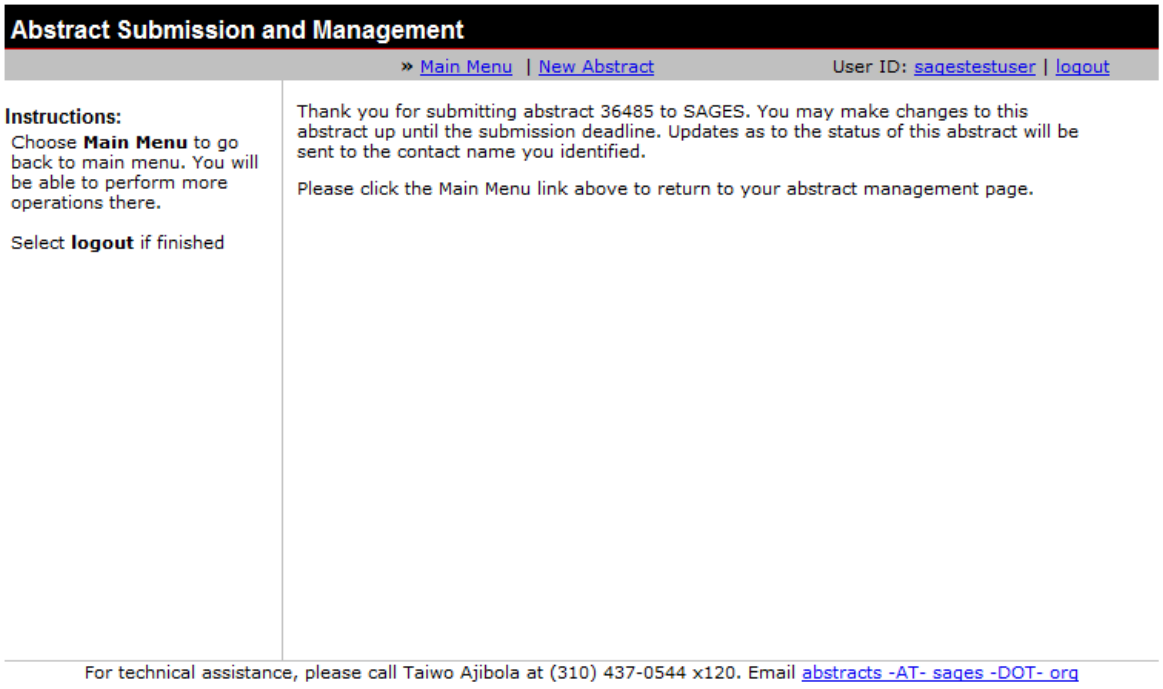
If you are ready to submit your abstract for consideration, then please read the Terms and Conditions in the box below your abstract. You must indicate your agreement to the Terms and Conditions by clicking the "**I agree**" box.

Click the **Submit** button to submit this abstract for review. You will get a confirmation email as a receipt and see the Confirmation Screen in your browser.

If your abstract contains an image or table please confirm the placement and presentation of the object before continuing.

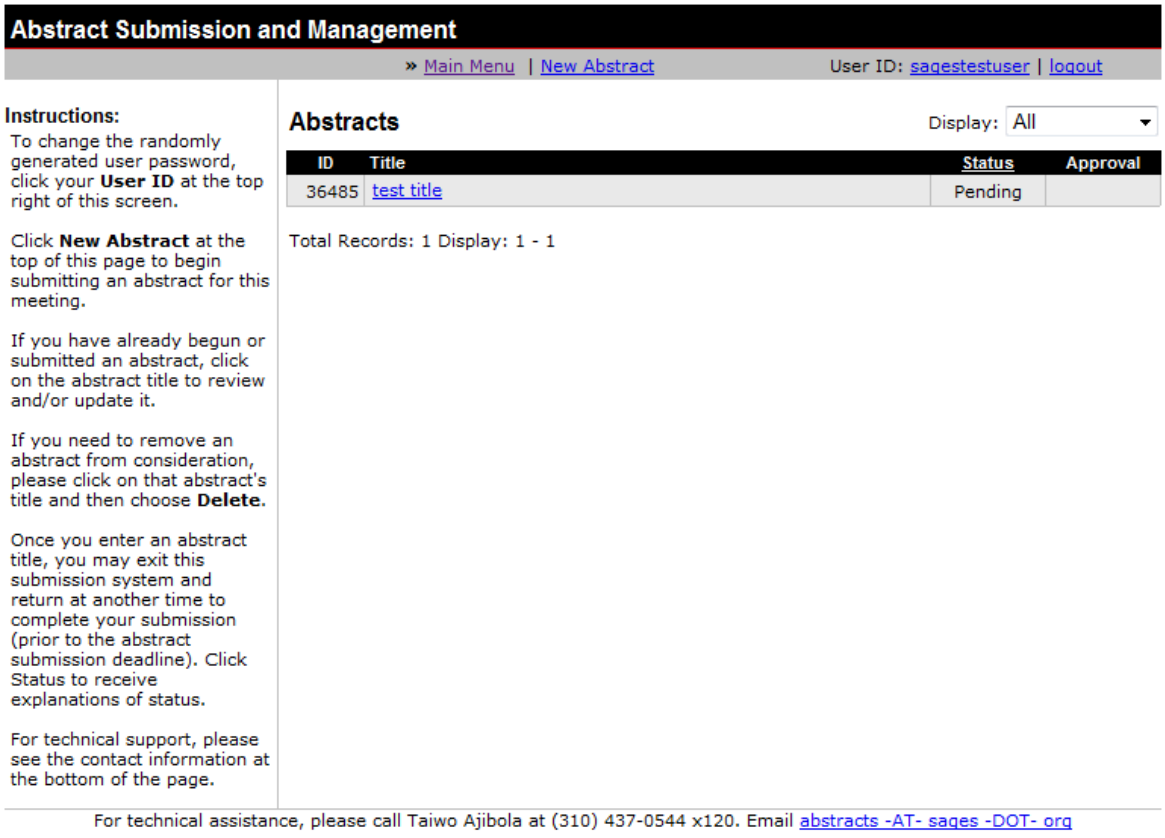
An onscreen confirmation screen will appear once you have successfully submitted your abstract.

Please Note: If you see the screen below, you have successfully submitted your abstract. **ALSO note the Abstract ID (5-digit number) for your submission; this will be the unique identifier for your submission.** Click **Logout** if you are finished, **Main Menu** if you wish to continue managing your abstracts or **New Abstract** to begin entering a new abstract

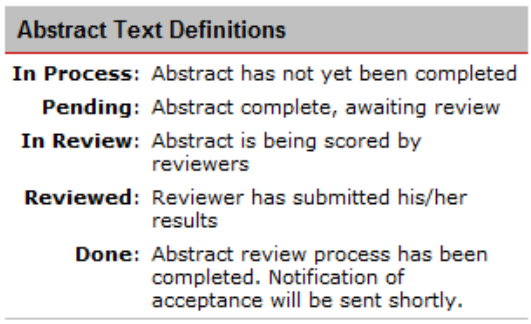

Abstract Submission and Management
» Main Menu | New Abstract
User ID: saqestestuser | logout
Instructions:
Choose Main Menu to go back to main menu. You will be able to perform more operations there.
Select logout if finished
Thank you for submitting abstract 36485 to SAGES. You may make changes to this abstract up until the submission deadline. Updates as to the status of this abstract will be sent to the contact name you identified.
Please click the Main Menu link above to return to your abstract management page.
For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email abstracts -AT- sages -DOT- org

Part 6a – Abstract Management – The Main Menu

Now that you have entered one or more abstracts, the main menu will show the abstracts in the system and their status. The next time you log in or click **Main Menu** after starting or completing an abstract, your screen will look something like this:


Abstract Submission and Management
» Main Menu | New Abstract
User ID: sagestestuser | logout
Instructions:
To change the randomly generated user password, click your User ID at the top right of this screen.
Click New Abstract at the top of this page to begin submitting an abstract for this meeting.
If you have already begun or submitted an abstract, click on the abstract title to review and/or update it.
If you need to remove an abstract from consideration, please click on that abstract's title and then choose Delete.
Once you enter an abstract title, you may exit this submission system and return at another time to complete your submission (prior to the abstract submission deadline). Click Status to receive explanations of status.
For technical support, please see the contact information at the bottom of the page.
Abstracts
Display: All
ID
Title
Status
Approval
36485
test title
Pending
Total Records: 1 Display: 1 - 1
For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email abstracts -AT- sages -DOT- org

Every abstract authored by this account will be displayed even if it has not been finished. The **Status** column explains the status of each abstract. To receive an explanation of status codes, click on the underlined word **Status** at the top of that column. A new window will open and display the status definitions:


Abstract Text Definitions
In Process: Abstract has not yet been completed
Pending: Abstract complete, awaiting review
In Review: Abstract is being scored by reviewers
Reviewed: Reviewer has submitted his/her results
Done: Abstract review process has been completed. Notification of acceptance will be sent shortly.

Use the pull down menu at the upper right to limit the view of abstracts by status. Click an abstract title to edit or delete it as long as it is prior to the submission deadline.

Part 6b – Abstracts that will be considered for presentation

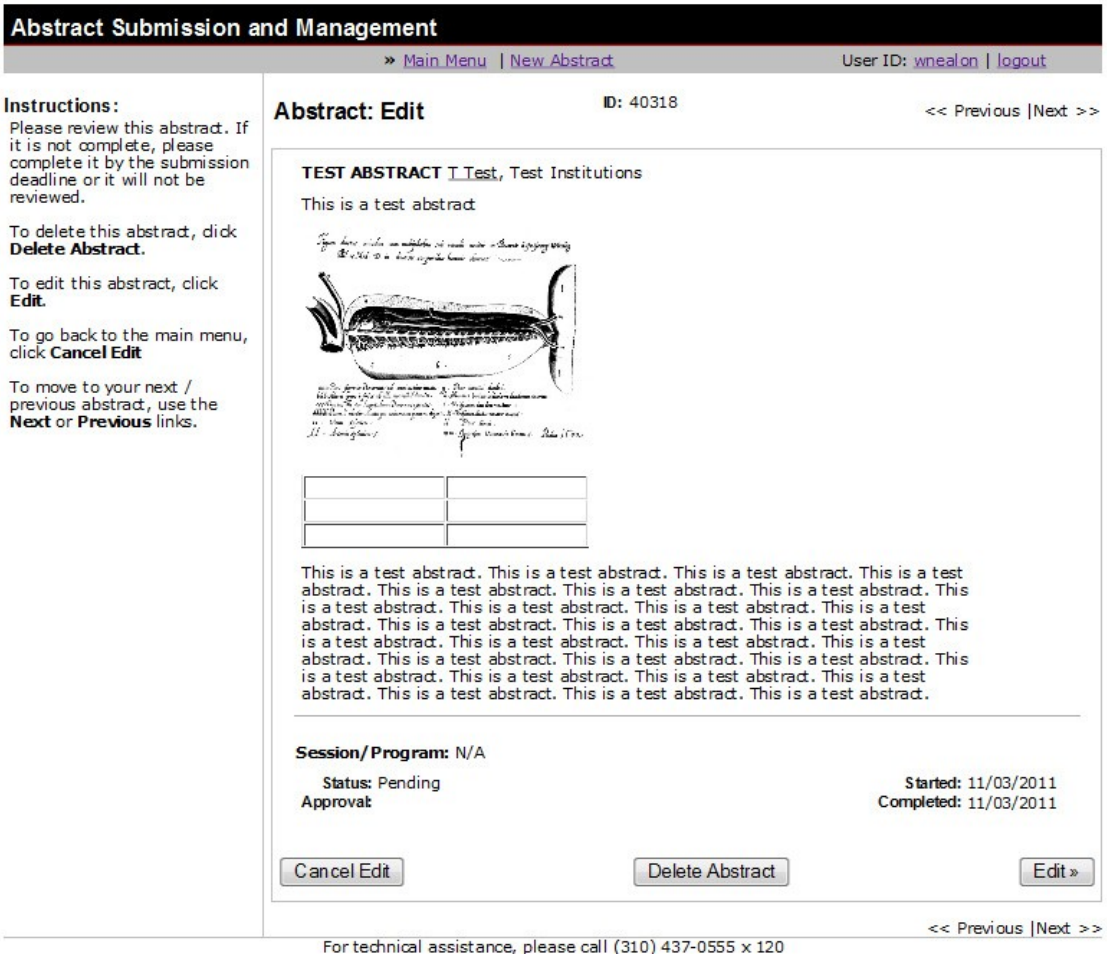
Once the submission deadline passes, only abstracts marked as PENDING will go to the review stage.

Abstract Text Definitions	
In Process:	Abstract has not yet been completed
Pending:	Abstract complete, awaiting review
In Review:	Abstract is being scored by reviewers
Reviewed:	Reviewer has submitted his/her results
Done:	Abstract review process has been completed. Notification of acceptance will be sent shortly.

Abstracts marked IN PROCESS as of the submission deadline will NOT be reviewed. Please make sure that you complete all of your abstracts before the submission deadline. Contact the Pancreas Club Office if you have questions.

Part 6c – Abstract Management – Editing an Abstract

You may edit your abstract at any time prior to the submission deadline by clicking on the abstract title from the main menu. You will see the following screen:

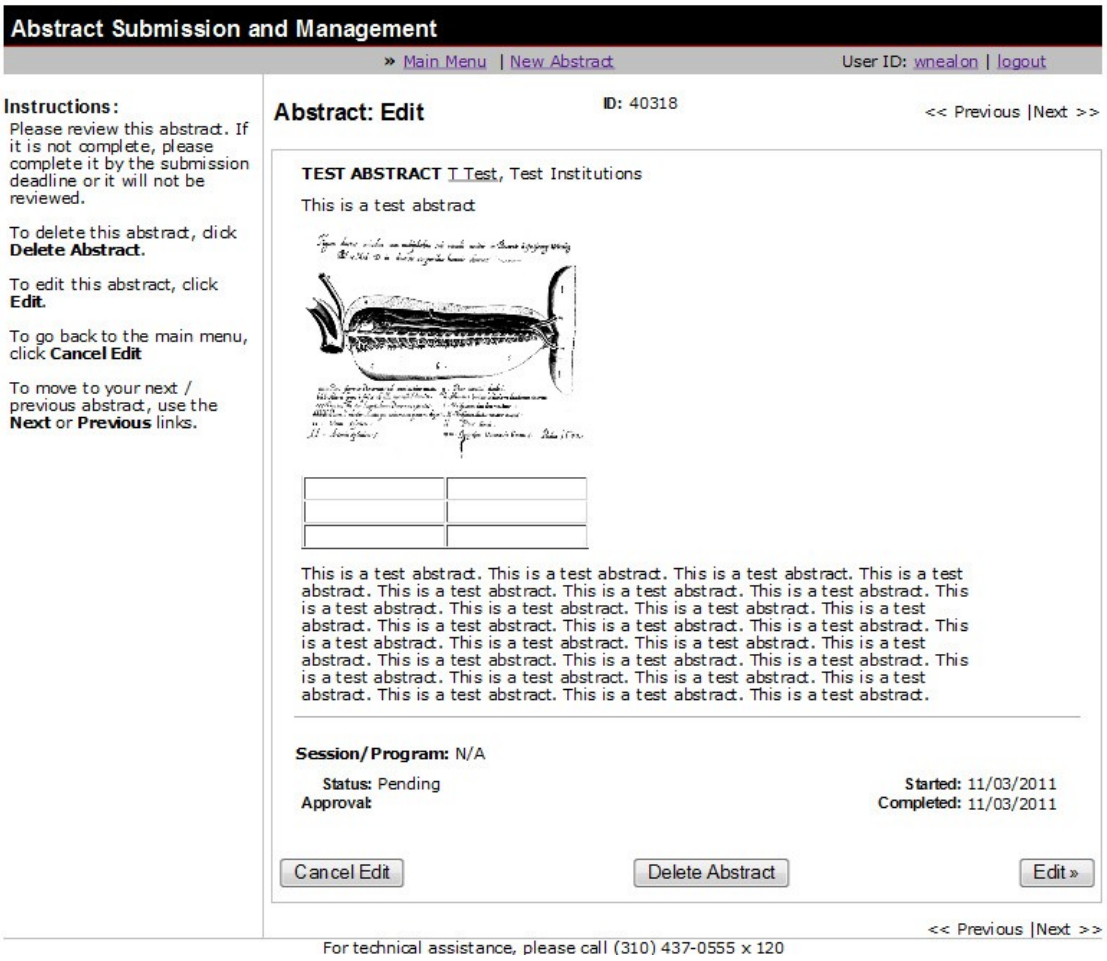

Abstract Submission and Management
» Main Menu | New Abstract
User ID: wnealon | logout
Instructions:
Please review this abstract. If it is not complete, please complete it by the submission deadline or it will not be reviewed.
To delete this abstract, click Delete Abstract.
To edit this abstract, click Edit.
To go back to the main menu, click Cancel Edit
To move to your next / previous abstract, use the Next or Previous links.
Abstract: Edit
ID: 40318
<< Previous |Next >>
TEST ABSTRACT T Test, Test Institutions
This is a test abstract
This is a test abstract. This is a test abstract.
Session/Program: N/A
Status: Pending Approval
Started: 11/03/2011
Completed: 11/03/2011
Cancel Edit
Delete Abstract
Edit »
<< Previous |Next >>
For technical assistance, please call (310) 437-0555 x 120

Click the “EDIT” button to begin editing the abstract. Editing is exactly the same process as entering an abstract, except all of the information you entered previously will be there. Refer to Part 5 for instructions on using the data entry screens.

Part 6d – Abstract Management – Deleting an Abstract

If you wish to delete an abstract (remove it from consideration or delete an abstract with errors) you do so by logging in and clicking on the abstract to be deleted. You will see the same screen from Part 6b above.

To delete, click the "Delete Abstract" button in the bottom center of the screen. You will see a new screen asking you to confirm deletion:


Abstract Submission and Management
» Main Menu | New Abstract
User ID: wnealon | logout
Instructions:
Please review this abstract. If it is not complete, please complete it by the submission deadline or it will not be reviewed.
To delete this abstract, click Delete Abstract.
To edit this abstract, click Edit.
To go back to the main menu, click Cancel Edit
To move to your next / previous abstract, use the Next or Previous links.
Abstract: Edit
ID: 40318
<< Previous |Next >>
TEST ABSTRACT T Test, Test Institutions
This is a test abstract
This is a test abstract. This is a test abstract.
Session/Program: N/A
Status: Pending
Approval:
Started: 11/03/2011
Completed: 11/03/2011
Cancel Edit
Delete Abstract
Edit »
<< Previous |Next >>
For technical assistance, please call (310) 437-0555 x 120

If you wish to continue and permanently delete this abstract, click "Yes" or click "No" to keep this abstract.